



مؤسسة الأصفري  
The Asfari Foundation

## **Job Description:**

### **Programmes Officer:**

The Programmes Officer (PO) will be responsible for coordinating and delivering high quality programmes that are run smoothly, efficiently, within budget, and achieve the desired outcomes and objectives for both the Foundation and its partners. The PO will support the Programmes Team to deliver high quality programmes from programme initiation through to evaluation and review, that will directly contribute to the Foundation's new strategy and impact. The PO will also support with maintaining and improving the Foundation's systems to maximise efficiency.

### **Contract: Hours, Location, Salary:**

- This is a full-time role (35 hours a week) with a consultancy contract.
- Candidates must be based in Lebanon or Jordan and will be working with the Foundation remotely.
- Competitive salary, to be discussed at interview.

### **Reporting to:**

- CEO / Director.

### **Responsibilities:**

- Contribute to shaping the Programmes strategy, from lessons learnt / best practices when coordinating programmes.
- Support the delivery of programme plans and work collaboratively to achieve objectives.
- Implement key activities such as grant making, monitoring programme budget, collecting data from partners, and updating risk registers, in order to keep the programmes on track.
- Manage data collection and analysis using a range of tools, methods, and formats for the purpose of monitoring, evaluation, learning, and accountability, and report on progress against key objectives while supporting in identifying key themes and trends.
- Use databases efficiently and accurately to monitor impact, expenditure against budgets, demographic data, and other key information.
- Ensure systems, policies, and practices are upheld across the team.
- Coordinate with the Communications Officer to ensure timely and consistent flow of information across internal and external communication channels.
- Support Programmes Team with any related area.

**Person Specification:**

- Ability to engage confidently with a variety of internal and external stakeholders, such as partners and the Board of Trustees.
- Self-motivated, able to work in a small team as well as independently, with a creative and proactive attitude.
- Ability to seek continuous improvement and learning for self, team, and the Foundation.
- Excellent verbal and written communication skills, including presentation and report writing to internal or external stakeholders.

**Essential Competencies:**

- Project management experience, or 2-5 years within the development sector.
- Good understanding of the Levant region and the current geopolitical challenges.
- Strong IT skills as well as the willingness to learn new digital skills as required.
- Experience working directly with diverse stakeholders to manage and grow a relationship and/or partnership.
- Ability to plan, organise, and manage public events.
- Proficiency in Arabic and English, both written and spoken.

**Desirable Competencies:**

- A degree in Social Work, International Development, NGO Management, or related fields.
- Knowledge of Foundation's thematic areas.
- Experience using CRM systems.
- Able to travel within the Levant.

**How to Apply:**

- Please submit your CV and a covering letter (maximum 2 pages) to: [applications@asfarifoundation.org.uk](mailto:applications@asfarifoundation.org.uk).
- Please ensure your covering letter explains clearly how you meet the requirements of the person specification and the listed competencies.
- The deadline for submitting applications is 22 February 2023. We cannot accept late submissions.
- Interviews for shortlisted applicants will be held from week commencing 27 February 2023, and candidates will be contacted directly to arrange timings.